

**Employee Notification of State and Federal Legislation and Human Resources Information Acknowledgment**

According to the State Laws enacted by the Fifty-second, the Sixty-fifth, Seventy-fifth and Eighty-second Texas State Legislatures, the Head of each State agency is required to provide new employees with certain legislation and obtain an acknowledgment receipt for the information. The Human Resources Department web site serves as official notification regarding federal and state legislation and Human Resources related information. As a new employee, it is your responsibility to access each of the topics listed below from the Employee Notification of State and Federal Legislation and Human Resources Information page (<http://www.shsu.edu/dept/human-resources/notification/index.html>) located on the Human Resources Department web site in order to familiarize yourself with the legislation and information provided. Employees are encouraged to review this website periodically for any changes.

◆ Denotes topic for benefit eligible employees only.

[The Texas State University System Compliance and Ethics Line](#)

[Chapter VIII. Ethics Policy for Regents and Employees of Texas State University System \(TSUS\)](#)

[Title IX](#)

[Family Educational Rights and Privacy Act \(F.E.R.P.A.\)](#)

[Information Security User Guide](#)

[Drug Free Schools and Communities](#)

**Employee Crime Victim Identification Election:** In accordance with HB 1027, information will be withheld that would identify me as a crime victim, including a photograph or other visual representation.

**[Human Resources Policies, including:](#)**

[HR Policy ER-4 – Affirmative Action Recruitment Plan](#)

[HR Policy ER-7 – Discrimination and Equal Employment Opportunity \(EEO\)](#)

[Sexual Misconduct Policy and Procedures](#)

**[Equal Employment Opportunity Required Training for State Employees](#)**

**[Mandatory Legislation Acknowledgment](#)**

- (1) Political Aid & Legislation Influence Prohibited -Section 5, Article V, House Bill No.1 of the Seventy- fifth Legislature,
- (2) Property Accounting System -Sections 8.01-8.10, Article 8 of Vernon's Texas Civil Statutes, and
- (3) Standards of Conduct -Section 6. (1) - (5), Article IX, House Bill No.1 of the Seventy- fifth Legislature.

**[Multiple State Employment Policy](#) and [Multiple State Employment Form](#) (complete if applicable and submit to Human Resources)**

[Summary of Benefits](#)

[Holiday Schedule](#)

◆ [Employees Retirement System of Texas \(ERS\) Texas Employees Group Benefits Program \(GBP\)](#)

◆ [Consolidated Omnibus Budget Reconciliation Act of 1985 \(COBRA\)](#)

◆ [Health Insurance Portability and Accountability Act \(HIPAA\)](#)

◆ [ERS Notice of Creditable Coverage \(NOCC\)](#)

◆ [Children’s Health Insurance Program Reauthorization Act of 2009 \(CHIPRA\)](#)

◆ [Affordable Care Act](#)

◆ [General Retirement Programs:](#) ◆ [Teacher Retirement System \(TRS\)](#) or if eligible ◆ [Optional Retirement Program \(ORP\)](#)

[Supplemental Retirement Program \(SRP\)](#) -- Voluntary and available through tax sheltered payroll deduction

[Retirement Program Forms, Plan Documents, Plan Vendors, Notices, and Reference Guides](#)

[New Employee Benefits Orientation Schedule](#)

[Payroll Information](#)

[Workers Compensation](#)

[New Employee Notice of Texas State Employees’ Workers’ Compensation System](#)

[Employee Notice of Network Requirements for Workers’ Compensation](#)

[Release of Personal Information – Instructions for Banner Self Service](#)

[Identification \(ID\) Card – Bearkat OneCard](#)

This is to certify that I have received a copy of the above referenced list. I understand that it is my responsibility as a new employee of Sam Houston State University to familiarize myself with the legislation and information provided on the Human Resources Department web site. It is also my responsibility to periodically review the information for any changes.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Print Employee Name: \_\_\_\_\_

Sam ID#: \_\_\_\_\_

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**\*\*\* Employee Copy \*\*\***

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